

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a three-year contract with The Credit Union of Texas Event Center for the All College Day venue for August 2024, 2025, and 2026.

BACKGROUND

Collin College conducts an annual meeting wherein all full-time college employees participate in person. The College has outgrown the capacity to use any College owned facilities, and there are very few venues in Collin County that can meet our needs. In prior years, we met at the Plano Center and The Star in Frisco, neither of which are possible for the 2024, 2025, and 2026 events due to capacity and availability. This venue has the capacity and is available on the planned dates in 2024, 2025, and 2026.

The Credit Union of Texas Event Center will provide sufficient space and parking to accommodate:

- Meeting space for all full-time employees
- Display space for the silent auction that raises funds for student scholarships
- Space for vendors that provide current information for employees about College benefits and community discounts available to them

IMPACT OF THIS ACTION

The ability to utilize this space will allow the College to continue hosting the All College Day event in person. This event provides an opportunity to celebrate College-wide awards, including the ROSE Awards and Faculty of the Year Awards, and to update the entire College community about activities and plans for the upcoming year.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for a three-year spend authorization of \$345,000 (variable cost due to food and beverage minimums in contract), which is budgeted in the District President's FY24 operating budget and subsequent years' budgets, subject to Board approval. FY23 annual spend amount was \$138,122.

MONITORING AND REPORTING TIMELINE

The contract term will commence upon the last date the contract is executed by all parties and will continue through August 14, 2026.

RESOURCE PERSONNEL

Melissa Irby, Chief Financial Officer
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